

**Town of Freeport
Planning Department**

Application for Signage Review by the Freeport Project Review Board

Name of Project: _____

1) Applicant Information:

Name: _____ Tel: _____
(If a Company, provide name of person also)

Address: _____

Email: _____

2) Interest in Property: Please attach a copy of the recorded deed for the property. If the applicant is not the property owner, a purchase and sale agreement or a lease agreement shall also be submitted to show that the applicant has a serious interest in the project and sufficient title, right, and/or interest to complete the project. The amount being paid for the property may be blacked out. This application will not be processed without this information.

3) Interest in abutting property, if any _____

Owner Name: _____ Tel: _____

Address: _____

Email: _____

4) Property Information:

Present Use of Property _____

Proposed Use of Property _____

Location: Street Address _____

Assessor's Office Map: _____ Lot: _____

Size of Parcel (acres): _____ Zoning District (s): _____

5) Design Review Information (please circle one from each category)

Design Review District: One Two Not in the Design Review District

Building Class, as designated on the Design Review District Map : A B C

6) **General Sign Information:** Please attach detailed drawings of the signs including details on sizes, colors, graphics.

Number of signs proposed: _____

Material of signs: _____

Dimensions of all signs proposed: _____

Is sign internally illuminated (if permitted)? _____

Is lighting proposed? _____ If yes, you must submit a cut sheet showing the lighting fixture to be used. Note: all fixtures must be full cut-off.

7) **Sign Location:** Please describe the location of signs (on the property and on the building).

For building mounted signs, please submit a photo or rendering showing the location of the sign on the building.

For ground signs and/or kiosks, please submit a site plan showing the property lines and location on the signs on the property. Signs must be located entirely on the property and cannot be located in the right-of-way.

Submission: The required materials, must be submitted to the Town Planner at least 21 days prior to the meeting at which it is to be considered. The submission should consist of the following:

(1) copy each of the completed application form, deed, copy of either a lease or purchase and sale agreement (if applicable), and letter of approval from landlord (if applicable)

(12) copies of all other supplemental materials collated in to individual packets

Payment of application fee and abutter fee (if applicable)

The undersigned, being the applicant, owner or legally authorized representative, states that all information in this application is true and correct to the best of his/her knowledge and hereby does submit the information for review by the town and in accordance with applicable ordinances, statutes and regulations of the Town, State and Federal governments.

Application Fee: \$ _____

Abutter Fee: \$ _____

DATE

SIGNATURE OF APPLICANT/
OWNER/REPRESENTATIVE